

Start Now!

An exciting career in the Child Care field!

If you enjoy working with children of all ages in childcare centers, nursery schools, pre-schools, private and public schools, before- and after-school programs, and family childcare homes, then the **CET Early Childhood Teacher Assistant** program is for you!

Come to CET and prepare for a career in which you play a major role in the physical, emotional, social, and intellectual growth of children.

Our program meets the State of California Department of Social Services, Community Care Licensing Division Requirements under Title 22, Regulations for Preschool/Day Care Center Teachers.

CET offers job preparation & job placement assistance upon graduation.

Financial aid is available for those who qualify.

Business Hours:

Mon - Fri 8am - 5pm

Call to schedule an appointment!

**800-533-2519 or
408-534-5360**

Center for Employment Training

701 Vine Street

San Jose, CA 95110

Phone 408-534-5360

1-800-533-2519

www.cetweb.org

CET Mission

The mission of CET, an economic and community development corporation, is to promote human development and education by providing people with marketable skills training and supportive services that contribute to self-sufficiency.

Accreditation



CET is accredited by the Commission on Schools of the Western Association of Schools and Colleges (WASC), a regional accrediting association recognized by the United States Department of Education.



Early Childhood Teacher Assistant



Career

Professional educators are in high demand! Invest in the future of America's children: Teach! You can begin your new career as an Early Childhood Teacher Assistant. CET will train you in the skills you need to enter this exciting and important field. We will provide you with extensive training and hands-on experience in the child development center. CET has developed a partnership with San Jose City College and you may receive 6-9 ECE Units & 4 Units of work experience by successfully completing our program.

Program Highlights

- ♦ Child Growth & Development
- ♦ Learning Philosophies
- ♦ Curriculum Planning / Implementation
- ♦ Work Experience / Internship
- ♦ Licensing Regulations
- ♦ Family Childcare
- ♦ Nutrition
- ♦ Health / Safety
- ♦ Parent Interactions
- ♦ CPR / First Aid
- ♦ English & Math

About the CET Program

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ENROLLMENT IS ON-GOING, CALL NOW! 408-534-5360



Start Now!



An exciting career in the food industry!

If you would enjoy working in the food industry in diverse job settings such as restaurants, hotels, pastry shops, school and hospital cafeterias, then the CET Culinary Arts program is for you!

CET's program combines Classical and Modern Cookery techniques into an intense, hands-on, six-month program. Enroll now and become part of the CET Culinary Arts today!

CET offers job preparation & job placement assistance upon graduation.

Financial aid is available for those who qualify.

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Culinary Arts



Career

The Food Service Industry has been projected to grow thru the year 2012. The job market is strong in California. As our economy becomes more service oriented the demand for trained, educated workers goes up. CET training will provide you with the essential skills you need to enter the exciting field of the food industry. CET's extensive training includes hands-on experience through real food preparation and banquet participation. Culinary Arts training is an investment you can take across the State or around the world . **Discover the CET advantage!**

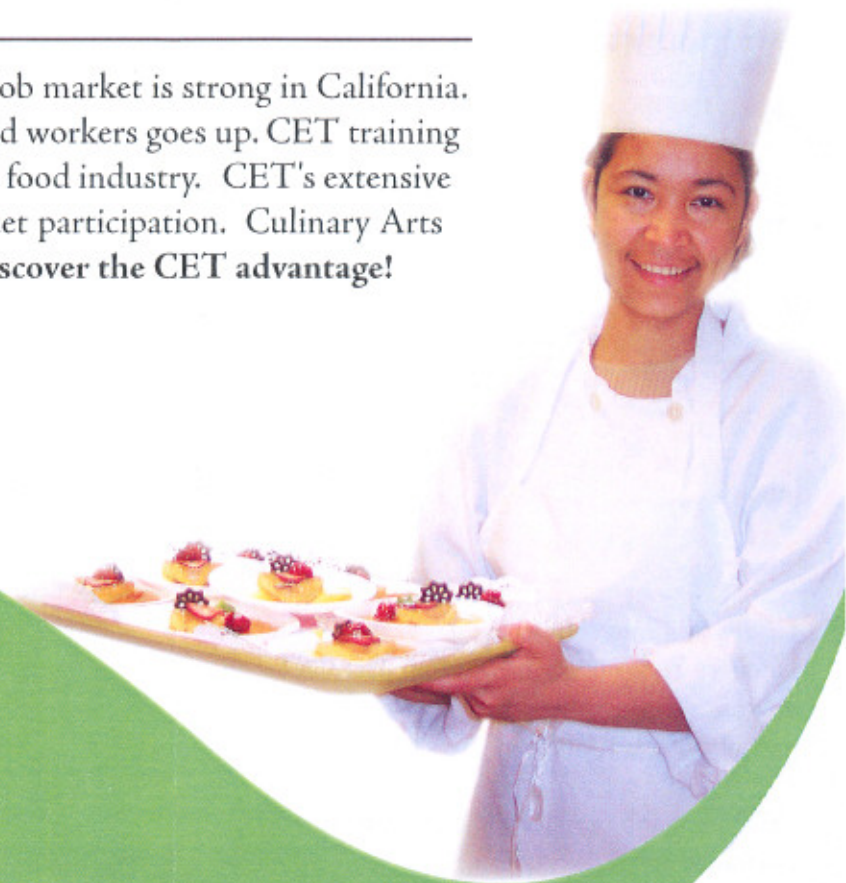
Program Highlights

- ♦ Basic Kitchen Techniques
- ♦ Safety and Sanitation
- ♦ Healthy Cooking, Nutrition & Menu Planning
- ♦ Pantry
- ♦ Stocks, Soups and Sauces
- ♦ Cooking Methods
- ♦ Fundamentals of Baking

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Start Now!

An exciting career in the Transportation Industry!

The CET Truck Driving Program will prepare you for a variety of jobs related to the Transportation Industry.

The Truck Driver Program combines the essential skills of vehicle inspection, basic maneuvers, and on-the-road experience into an intense, hands-on program.

Enroll now and become part of the CET Truck Driving Program today!

CET offers job preparation & job placement assistance upon graduation.

Financial aid is available for those who qualify.

Business Hours:

Mon - Fri 8am - 5pm

Call to schedule an appointment

408-842-6484

Center for Employment Training

7800 Arroyo Circle, Suite C

Gilroy, CA 95020

Phone 408-842-6484

www.cetweb.org

CET Mission

The mission of CET is based on the philosophy of self-determination. CET seeks to promote the human development and education of low-income people by providing them with marketable skills training and supportive services that contribute to economic self-sufficiency.



Accreditation

CET is accredited by the Commission on Schools of the Western Association of Schools and Colleges (WASC), a regional accrediting association recognized by the United States Department of Education.

Truck Driving



Career

The Trucking Industry has been projected to grow steadily through the year 2012. The job market is strong in California. As our economy becomes more service oriented the demand for trained, educated workers goes up. CET training will provide you with the essential skills you need to enter the exciting and challenging Transportation Industry. CET's extensive training includes professional driving theory and hands-on experience including vehicle inspection, basic maneuvers, and on-the-road instruction. Truck Driver training is an investment you can take wherever you go.

Discover the CET advantage!

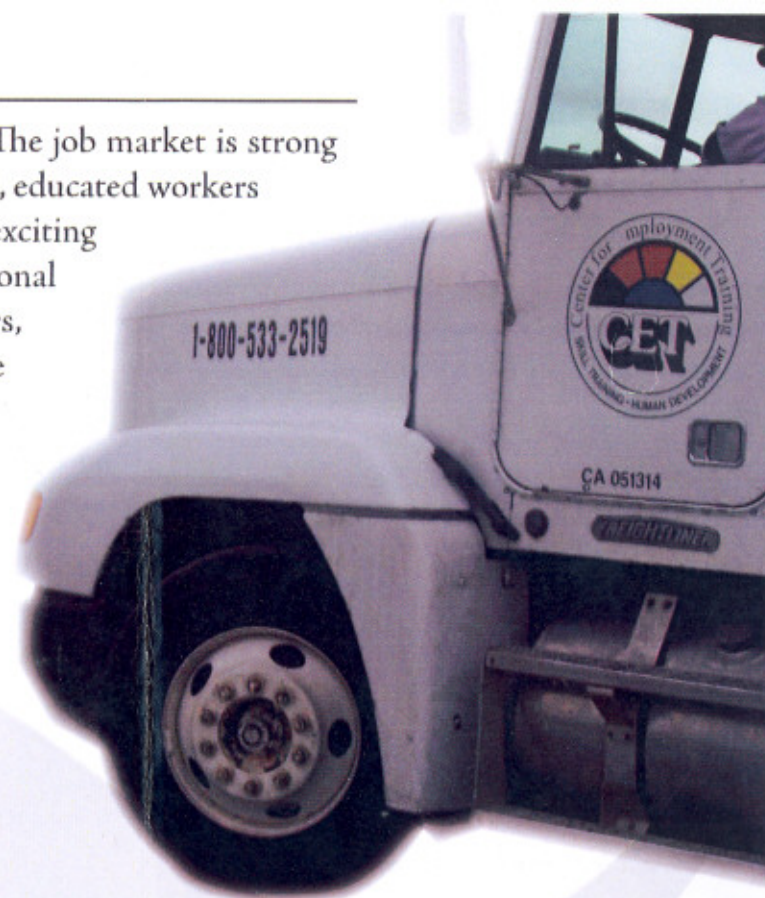
Program Highlights

- ♦ Basic Operation
- ♦ Vehicle Maintenance
- ♦ Safe Operation
- ♦ Advanced Operation
- ♦ Non-Vehicle Activities
- ♦ State Licence Preparation

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Start Now!

An exciting career in the Medical field!

If you aspire to become a working professional in the medical field — as a medical administrative assistant, a medical secretary/receptionist, a hospital admitting clerk, a claims technician, a medical records clerk, or a health information clerk — then the CET Medical Administrative Assistant program is for you!

CET's program combines the required skills and standards of the Medical Administrative Assistant industry into an intense, hands-on, 6-7-month program. Enroll now and become part of the CET Medical Assisting program today!

CET offers job preparation & job placement assistance upon graduation.

Financial aid is available for those who qualify.

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Medical Administrative Assistant



Career

The Medical Administrative Assistant field is projected to be one of the fastest growing occupations thru the year 2012. The number of Group Practices, Clinics, and other Health Care facilities is on the rise and drives the demand for qualified, well-trained support personnel. CET training will provide you with the essential skills and knowledge you need to enter this exciting field. CET's extensive training combines classroom instruction with a hands-on methodology which is based on industry standards, and it includes an externship in a medical facility. Jump start your career as a Medical Administrative Assistant and then compete for positions in Billing and Coding and even Office Management.

Discover the CET advantage!

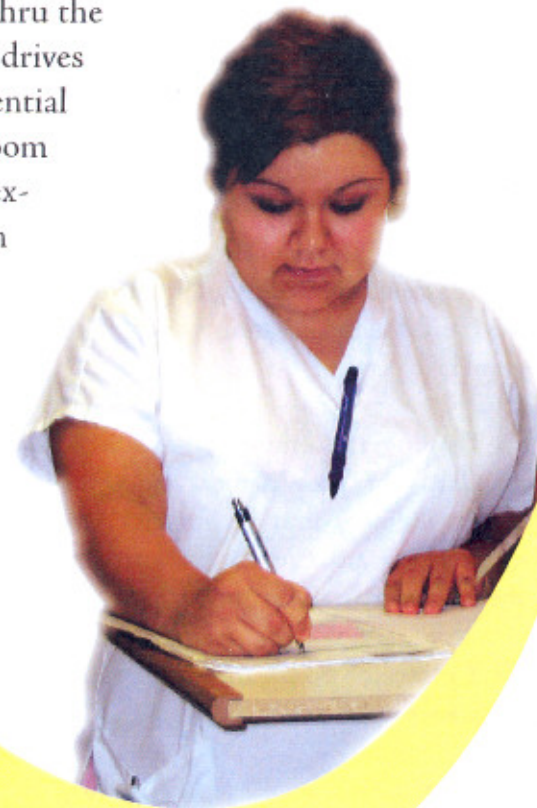
Program Highlights

- ♦ Computerized Accounting/Information Management Systems
- ♦ Computer Literacy for Health Care Professionals
- ♦ Health Care Communication and Interpersonal Skills
- ♦ Basic Principles of Health Care
- ♦ Medical Records Systems
- ♦ Introduction to Allied Health Care
- ♦ Receptionist/Clerical Procedures

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Start Now!

An exciting career in the Accounting field!

Accounting, Bookkeeping, and auditing clerks are an organization's financial record-keepers. If you would enjoy working in this field, as accounts payable or accounts receivable clerk; or as a payroll clerk, then the CET Accounting Clerk program is for you!

CET's Accounting Clerk program is fully computerized. Not only do you learn to use a computer, but you also learn how to use specialized accounting software that is used in the industry.

CET offers job preparation & job placement assistance upon graduation.

Financial aid is available for those who qualify.

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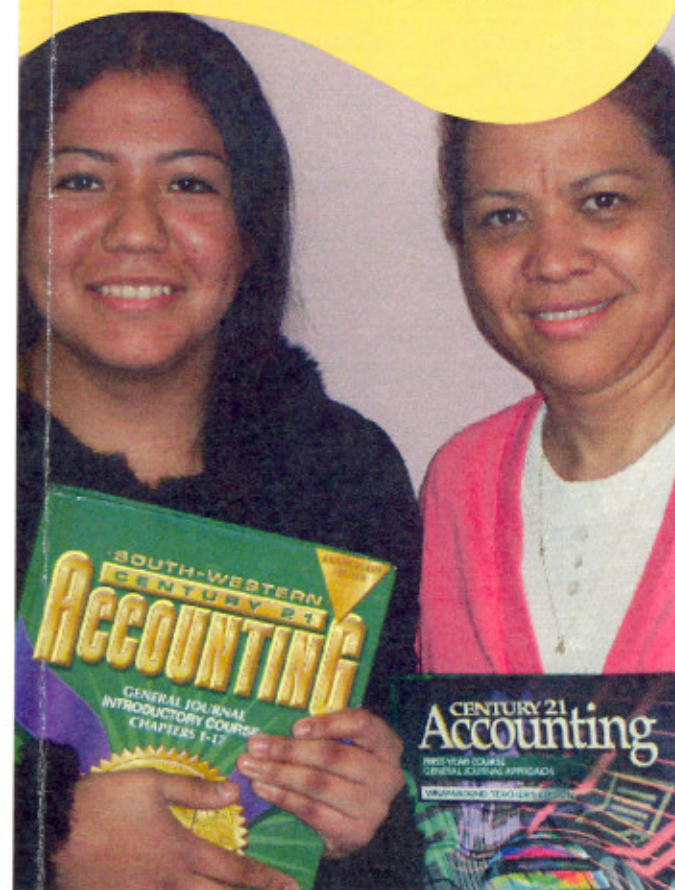
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Accounting Clerk



Career

The Accounting Industry has been projected to grow thru the year 2012. The job market is strong in California. As our economy becomes more service oriented the demand for trained, educated workers goes up. CET training will provide you with the essential skills you need to enter the exciting field of the Accounting. CET's extensive training includes hands-on projects, which make accounting concepts easier to master. Accounting clerk training is an investment you can take with you anywhere you go. **Discover the CET advantage!**

Program Highlights

- + Basic Principles of Accounting
- + Accounting Systems - QuickBooks Pro
- + Word Processing - Office XP Microsoft Word
- + Spreadsheets - Office XP Microsoft Excel
- + Keyboarding/Computer Basics
- + General Office Skills
- + Payroll
- + Business Math
- + Calculator Skills
- + Communications

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Enroll Now!



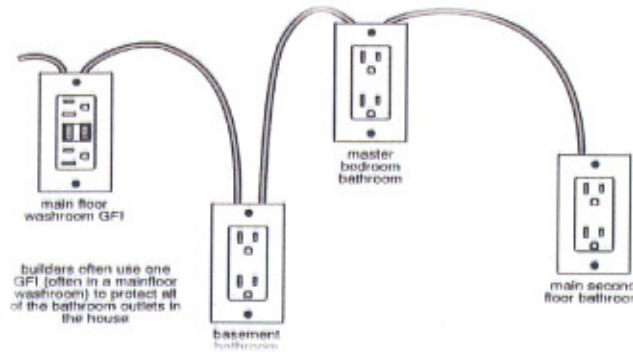
In an exciting career in the electrical industry!

The CET Electrician program will prepare you for a variety of jobs related to the Residential and Commercial Electrical field.

The Electrician program offers the essential theoretical and hands-on skills necessary to prepare you for a wide variety of electrical wiring whether it is new construction, residential remodel, new commercial, commercial remodel or outside service calls!

CET offers job preparation & job placement assistance upon graduation.

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ELECTRICIAN



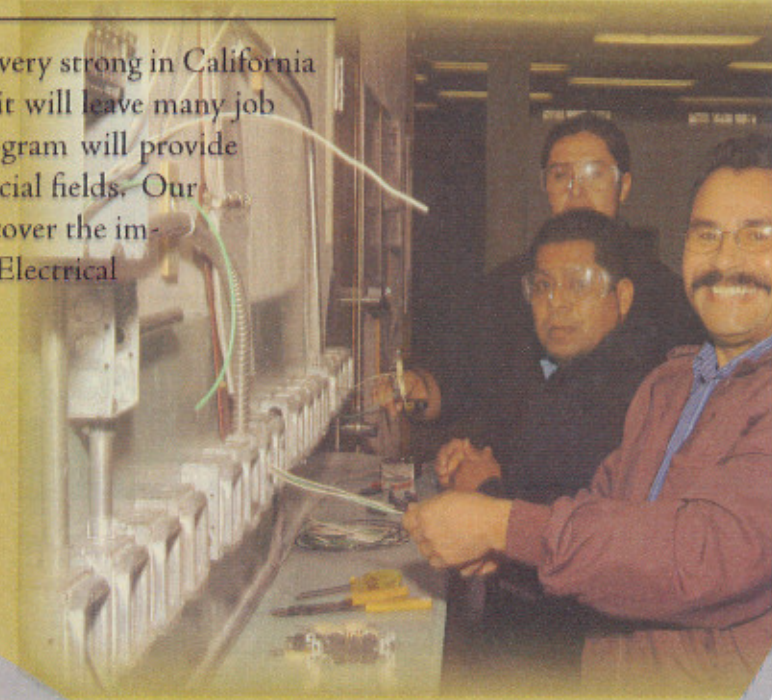
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Career

The Electrical Industry has been projected to grow through the year 2112. The job market is very strong in California and the many thousands of retirement age electricians are expected to exit the field. This exit will leave many job opportunities open for new electricians to fill the positions. CET's custom Electrician program will provide you with all of the essential skills that you will need to enter into the Residential or Commercial fields. Our extensive training includes hands-on experience through real construction projects. We also cover the importance of safety, OSHA requirements in the industry and cover in detail the 2005 National Electrical Code. The Electrician training is an investment you can take with you wherever you go.

Discover the CET advantage!



Program Highlights

- + Intro to Electricity & Circuiting
- + Electrical Safety & The NEC
- + Entry Level Residential
- + Blueprint Reading & Electrical Design
- + Residential Wiring Methods (Beg.)
- + Commercial Wiring Methods (Adv.)
- + Math for Electricians
- + Job Search & Interpersonal Skills

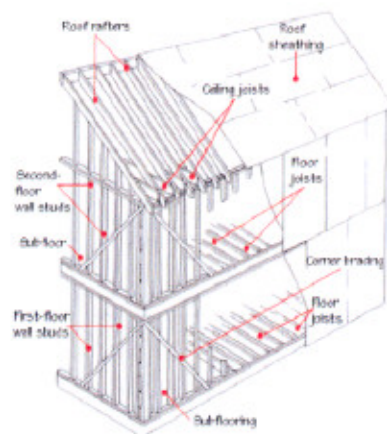
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Start Now!



An exciting career in the construction repair industry!

The CET Building Maintenance program will prepare for a variety of jobs related to the residential construction repair industry.

The Building Maintenance program combines the essential skills of carpentry, plumbing, and electricity into an intense, hands-on, six-month program.

Enroll now and become part of the CET Building Maintenance program today!

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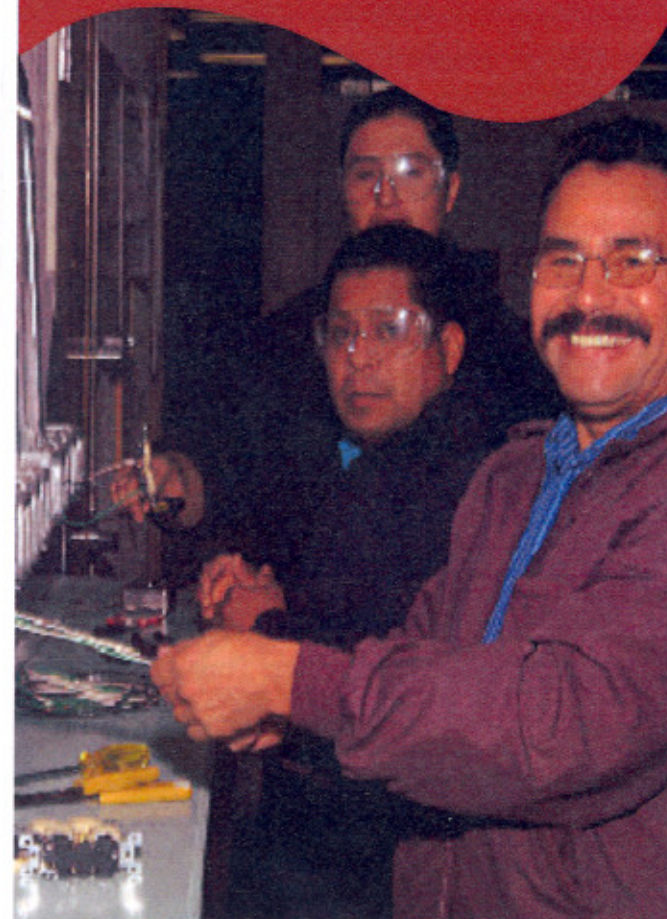
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Building Maintenance



Career

The Construction Industry has been projected to grow thru the year 2012. The job market is strong in California. As our economy becomes more service oriented the demand for trained, educated workers goes up. CET training will provide you with the essential skills you need to enter the exciting field of Construction Repair industry. CET's extensive training includes hands-on experience through real construction repair projects in plumbing, carpentry, electrical wiring and OSHA safety. Building Maintenance training is an investment you can take across the State or around the world . **Discover the CET advantage!**

Program Highlights

- Carpentry
- Safety Standards
- Blueprint Reading
- Electricity
- Plumbing
- Interior Maintenance
- Exterior Maintenance
- English & Math

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CENTER FOR EMPLOYMENT TRAINING

STUDENT CATALOG

CATALOGO ESTUDIANTIL

Academic Year 2007-2008
Ciclo Académico 2007-2008
CALIFORNIA

